



King County

Invites Applications for the Position of: **Juvenile Probation Manager**

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King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 03/30/15 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: Continuous

SALARY: \$91,457.81 - \$114,690.78 Annually

LOCATION: King County Youth Service Center - 1211 East Alder Ave, Seattle

JOB TYPE: Regular, Full time, 35 hrs/week

DIVISION: King County Superior Court

JOB NUMBER: 2015-04683

SUMMARY:

This posting is open continuous. First consideration will be given to applications received before 4:30 PM on April 30, 2015.

This position is a member of the senior leadership of Superior Court's Juvenile Court Services Department and is responsible for Juvenile Probation. The purpose of this position is to plan, direct, coordinate and monitor the Juvenile Probation Department work plan, goals and assignments, while taking into consideration statewide mandates and the requirements of funding sources, maintaining consistency with other statewide and local Juvenile Justice Initiatives. This position is at-will.

JOB DUTIES:

Key Deliverables and Expectations:

- Develop annual strategic plan and goals for Superior Court's Juvenile Probation Department, assigning goals to each unit and ensuring implementation.
- Interpret court and state policies.
- Lead development of internal departmental policies and procedures.
- Meet regularly with Juvenile Court judges to review status of projects and resolve issues.
- Provide education to internal and external stakeholders on juvenile court processes and operational issues. Inform Court of available local resources.
- Meet regularly with Juvenile Court supervisors and management team.
- Meet with system stakeholders, including the Prosecuting Attorney's Office, Department of Adult and Juvenile Detention staff, and community service providers to plan programs and assist the ongoing operations of Juvenile Court.
- Identify data needs for program planning.
- Participate on and/or chair committees for local initiatives such as Disproportionate Minority Contact, Restorative Justice, Probation Violation, and Warrant processes.
- Hire all Juvenile Probation Counselors, education/employment training specialists and administrative staff. Oversee work of staff through subordinate supervisors. Evaluate and oversee work of Juvenile Probation Counselor Supervisors in multiple locations. Participate in union negotiations and administer multiple collective bargaining agreements.
- Provide backup to Juvenile Court Services Director when necessary.
- Perform and coordinate Interstate Compact, Transfer of Jurisdiction and Courtesy Supervision-related responsibilities. Participate in department budget planning.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Bachelor's Degree in Social Work or related field required. Master's Degree in Social Work or related field preferred. Five years' experience in juvenile justice required. Three years of supervisory and/or management experience required. Familiarity with motivational interviewing, evidence-based treatments and alternatives to incarceration is required.

Other Competencies Required:

- Must be knowledgeable in juvenile probation policies, practices, trends and technology.
- Must be able to manage people equitably and deal effectively with internal and external stakeholders and

customers from diverse backgrounds and communities.

- Must understand how to accomplish goals through both formal and informal channels within an organization, and grasp the reasoning behind key policies, practices and procedures.
- Must be able to find common ground and resolve issues for the good of all and gain the trust and support of peers, while encouraging collaboration and remaining candid.
- Must be able to cope effectively with change.

SUPPLEMENTAL

INFORMATION:

Please include a resume and a cover letter. The cover letter should state why you are interested in this particular position and how your training and experience have prepared you to serve King County Superior Court effectively in this role.

You must still completely fill out the application with your relevant education and work experience.

Please note that you can attach multiple documents to your application. Your options are:

- 1) Copy and paste one or more documents into the text resume section of your application.
- 2) Attach multiple documents/files in the attachment section.

Finalists must have successfully passed a criminal background check and reference check.

Must possess a valid Washington State driver's license or be able to travel throughout the County by alternate means.

Application materials will be screened for minimum qualifications and the most competitive candidates will be invited for interviews.

If you have questions regarding this position, please call King County Superior Court Human Resources at (206) 477-1536

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for

other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.